

City of Bloomington
Sustainable Purchasing Policy
LEED for Existing Buildings: Operations and Maintenance
Adopted November 1, 2011
Revised August 15, 2012

Policy Contents

SECTION 1: POLICY PURPOSE	2
SECTION 2: POLICY SCOPE	2
SECTION 3: POLICY GOALS	2
SECTION 4: TARGET MATERIALS AND PERFORMANCE METRICS.....	2
Ongoing Consumables	2
Durable Goods	3
Electronics and Appliances	3
Furniture	3
Facility Alterations and Additions	4
Toxic Material Source Reduction – Reduced Mercury in Lamps.....	4
Indoor Plumbing Efficiency Policy	5
SECTION 5: PERFORMANCE EVALUATION	5
SECTION 6: RESPONSIBLE PARTY	6
SECTION 7: PRODUCT PREFERENCES.....	6
Packaging	6
Recycled Content	6
Purchase of Bottled Water	6
SECTION 8: TIME PERIOD.....	6
SECTION 9: OTHER CITY GUIDELINES AND POLICIES.....	7
Living Wage	7
Supplier Diversity	7
Local Business Preference.....	7
General Policy Provisions.....	7
SECTION 10: STATE PURCHASING POLICIES (Indiana State Statute IC 5-22-8).....	7

SECTION 1: POLICY PURPOSE

The purpose of this Policy is to establish a uniform purchasing policy for the City of Bloomington. This policy reflects the City's objective to promote and encourage accountability, social equality, fiscal responsibility, and community and environmental sustainability. It further aims to ensure that purchases made by the City are conducted in accordance with federal, state and local law, as well as policies enacted by governing boards or the Mayor.

SECTION 2: POLICY SCOPE

This policy applies to purchases made by the City of Bloomington government ("the City") and that are within the City's control. Those components of the plan that are not already required by the State of Indiana will be enacted at City Hall as of November, 2011, followed by pilot implementation in other facilities. Once a pilot has taken place in one to two additional facilities, a plan for implementation in other City facilities will be proposed. This implementation plan (which may include all City-owned facilities or some subset of those facilities) will be put in place no later than December 31, 2013.

This policy applies to sustainable purchasing of the following types of products:

- Ongoing consumables
- Durable goods
- Building materials used in facility alterations and additions
- Mercury-containing lamps
- Indoor plumbing

The purchases addressed by this policy are those made pursuant to the public purchasing provisions of the Indiana Code. In most cases, this will not include public infrastructure construction projects.

Except those provisions addressing the purchase of bottled water, food and beverages are not included in the scope of this policy. For guidelines on planning public meetings and events, please reference the "City-sponsored Catering, Public Event, and Meeting Guidelines" (still in development as of October 2011).

SECTION 3: POLICY GOALS

The purpose of this policy is to purchase needed materials in a manner that will:

- a. protect the environment and public health.
- b. conserve natural resources.
- c. minimize landfilling and/or incineration, reduce toxicity and practice pollution prevention.
- d. prioritize waste reduction, reuse and recycling above waste disposal, and continuously search for new ways to reduce the City's environmental footprint.

Nothing contained in this policy shall be construed as requiring the City to procure products that do not perform adequately for their intended use, exclude adequate competition or are not available at a reasonable price in a reasonable period of time.

SECTION 4: TARGET MATERIALS AND PERFORMANCE METRICS

Ongoing Consumables

The term "ongoing consumables" refers to low-cost-per-unit materials that are regularly used and replaced through the course of daily business operations. These products may include, but are not limited to, printing and copying paper, notebooks, envelopes, business cards, sticky notes, paper clips,

toner cartridges and batteries. The City's goal is that **at least 60% of the cost of goods purchased** will comply with one or more of the following criteria:

- Contains at least 10% post-consumer and/or 20% post-industrial material
- Contains at least 50% rapidly renewable material (e.g., bamboo, cotton, cork, wool)
- Contains at least 50% materials harvested, extracted and processed within 500 miles of the facility
- Consists of at least 50% Forest Stewardship Council (FSC)-certified paper products
- Batteries that are rechargeable

The City acknowledges the value of purchasing sustainable products and requires that vendor(s) support that effort when appropriate and/or possible. The City requests that vendor(s) notify them of recycled content and reduced packaging options or alternative products that would comply with the above specifications.

Durable Goods

The term "durable goods" refers to higher-cost-per-unit materials that are replaced infrequently and/or may require capital outlays to purchase. These products may include, but are not limited to, office equipment (such as computers, monitors, printers, copiers, fax machines), appliances (refrigerators, dishwashers, water coolers), external power adaptors, televisions and furniture. The purchasing criteria for these products fall into the following two categories:

Electronics and Appliances

Energy Star Products are certified as energy efficient and can help reduce unnecessary energy usage in City departments. **The City's goal is that appliances, electronics and other office supplies purchased and in use in City facilities, whether purchased with City funds or with non-City funds, must be Energy STAR products, if available. At a minimum, at least 40% of the cost of goods purchased will comply with one or more of the following criteria:**

- Energy STAR-labeled products, when available
- Electronic Product Environmental Assessment Tools (EPEAT) rated products (at least bronze level)
- The equipment replaces conventional gas-powered equipment

City staff shall consult the Energy Star Web site, <http://www.energystar.gov/>, or look for the Energy Star logo on the product when selecting electronics and appliances for purchase.

Furniture

The City's goal is that **at least 40% of the cost of goods** purchased will comply with one or more of the following criteria:

- Contains at least 10% post-consumer and/or 20% post-industrial material
- Contains at least 70% salvaged material from off-site or outside the organization
- Contains at least 70% salvaged material from on-site through an internal materials and equipment reuse program
- Contains at least 50% rapidly renewable material (bamboo, cotton, cork, wool)
- Contains at least 50% materials harvested, extracted and processed within 500 miles of the facility/site
- Consists of at least 50% Forest Stewardship Council (FSC) certified wood

The City acknowledges the value of purchasing sustainable products and requires that vendor(s) support that effort when appropriate and/or possible. The City requests that vendor(s) notify them of Energy STAR, Electronic Product Environmental Assessment Tool (EPEAT) and sustainable furniture opportunities that would comply with the above specifications, as well as reduced packaging options.

Facility Alterations and Additions

This policy covers materials that are permanently or semi-permanently attached to the building itself in the course of facility renovations, demolitions, retrofits and new construction additions. These products may include, but are not limited to, building components and structures (wall studs, insulation, doors, windows), panels, attached finishes (drywall, trim, ceiling panels), carpet and other flooring materials, adhesives, paints and coatings. The City's goal is that **at least 50% of the cost of goods** purchased will comply with one or more of the following criteria:

- Contains at least 10% post-consumer and/or 20% post-industrial material
- Contains at least 70% salvaged material from off-site or outside the organization
- Contains at least 70% salvaged material from on-site through an internal materials and equipment reuse program
- Contains at least 50% rapidly renewable material (bamboo, cotton, cork, wool)
- Contains at least 50% materials harvested/extracted and processed within 500 miles of the facility/site
- Consists of at least 50% Forest Stewardship Council (FSC) certified wood
- Adhesives and sealants comply with the U.S. Green Building Council's requirements related to allowable VOC content
- Paints and coatings comply with Green Seal's GS-11 requirements governing VOC emission levels
- Finished flooring is FloorScore-certified and constitutes a minimum of 25% of the finished floor area
- Carpet and carpet cushion meets the requirements of the Carpet and Rug Institute (CRI) Green Label Plus carpet testing program
- Composite panels and agrifiber products contain no added urea-formaldehyde resins

The City acknowledges the value of purchasing sustainable products and requires that vendor(s) support that effort when appropriate and/or possible. The City requests that vendor(s) notify them of potential opportunities that would comply with the above specifications, as well as reduced packaging options.

Toxic Material Source Reduction – Reduced Mercury in Lamps

The City seeks to reduce the amount of mercury brought into all sites through purchase of lamps (indoor, outdoor, fixed and portable) for affected facilities and associated grounds. The City's goal is that **at least 90% of the number of lamps purchased** will either:

- help to maintain the overall mercury-content target of no more than 90 picograms of mercury per lumen-hour; or,
- for screw-based compact fluorescent (CFL) bulbs, comply with National Electrical Manufacturers Alliance (NEMA) standards for maximum mercury content. Information on these requirements can be found at http://www.nema.org/gov/env_conscious_design/lamps/cfl-mercury.cfm.

Non-mercury-containing lamps may be purchased only if they are as energy-efficient as their mercury-containing counterparts.

A standard spreadsheet for calculating compliance with the goal of 90 picograms of mercury per lumen-hour or less is contained in Appendix A, or can be obtained from the Sustainability Coordinator at sustain@bloomington.in.gov.

The Facilities Management Coordinator (812-349-3439) is the responsible party for all purchasing and supply of lamps installed at the City Hall Building. Additional responsible personnel will be identified as this policy is expanded to additional facilities. As the City's representative, these individuals will ensure that all lamp resources and suppliers will:

- Identify models available for purchase that meet or exceed the specified criteria for mercury content, and

- Make available the Material Safety Data Sheets (MSDS) and/or product cutsheet information for each type of mercury-containing lamp purchased to determine their respective mercury content

Calculations shall be performed and approved by the responsible party(ies) specified in Section 5 to ensure that the overall mercury-content target specified above is satisfied. These calculations must be based on the following criteria:

- Mercury content (mg per lamp)
- Mean light output (lumens)
- Rated life (hours)
- Number of lamps of each type purchased

This lighting purchasing policy applies only for lamps under City's direct control. To ensure the on-going implementation of this purchasing plan, all purchases made over a pre-defined performance or evaluation period must be tracked with records maintained. In addition, the MSDS for each type of mercury-containing lamp purchased for use in a building must be acquired and readily available for reference.

The City acknowledges the value of purchasing low-mercury lamps and requires that vendors support that effort when appropriate and/or possible. The City requests that vendor(s) notify them of specific lamps and other opportunities that would comply with the above specifications, as well as reduced packaging options.

Indoor Plumbing Efficiency Policy

The City acknowledges that decreasing water consumption by indoor plumbing fixtures and plumbing fittings will serve to reduce burdens on potable water supply and wastewater systems. Therefore, the City of Bloomington will take the following steps:

- An economic assessment of conversion to high-performance plumbing fixtures and plumbing fittings will be included in any and all future indoor plumbing renovations for any building owned, or operated, by the City of Bloomington. Such economic assessment calculation(s) will account for potential water supply and disposal cost savings and maintenance cost savings. See Appendix B for an example assessment.
- Plumbing fixture and plumbing fitting replacements, as well as high-efficiency or dry fixtures and control technologies, will include water-conserving hardware that meets or exceeds the UPC 2006 or IPC 2006 fixture and fitting requirements.

As with other provisions of this policy, these requirements will apply first to City Hall, then be expanded to other facilities according to the implementation schedule (to be determined as specified in Section 2).

SECTION 5: PERFORMANCE EVALUATION

Performance will be evaluated on an annual basis. The City and/or vendor will record and track purchases on a quarterly basis to allow departments to evaluate their progress toward meeting annual percentage goals. The City's personnel and/or vendor responsible for purchasing will report the City's purchases to the Sustainability Coordinator using a City-approved reporting method. Vendors should be prepared to report the manner by which products meet the above purchasing criteria.

This performance evaluation method may be revised as needed in order to track purchases accurately.

SECTION 6: RESPONSIBLE PARTY

Designated staff shall implement this policy according to the implementation schedule (to be determined as specified in Section 2) within affected facilities and in coordination with other appropriate organization personnel. These personnel include but are not limited to City purchasing officers, City employees, parties purchasing materials on the City's behalf and/or companies contracted to provide goods to the City.

For City Hall, the Facilities Management Coordinator will track purchases under Durable Goods, Facilities Alterations and Additions, and Lamps. For Ongoing Consumables, the Sustainability Coordinator will obtain quarterly purchasing data from appropriate vendors or staff.

SECTION 7: PRODUCT PREFERENCES

Personnel are also encouraged to carefully consider purchases in the following areas of interest:

Packaging

The City desires to reduce waste generated through daily operations and recognizes that such reduction begins with the material that enters each facility/site. The City will request that all items purchased be packaged and delivered with minimal packaging material. The City reserves the right to request that vendors alter the packaging of goods delivered, when appropriate and/or possible.

Recycled Content

The City requests that all vendors provide recycled content options for goods when available. If a product is available with recycled content, vendor will disclose that option to the appropriate City representative. If a product is available with recycled content, but the City does not specifically request as such, the vendor will default to order the product with recycled content, unless it exceeds the cost of the conventional product by 10% or greater. Recycled content targets may be overridden at the discretion of City representatives if certain products with recycled content are cost-prohibitive.

Purchase of Bottled Water

Bottled water adds to the City's production of waste. By eliminating the purchase of disposable bottles and using tap water and reusable cups, City departments can reduce costs, waste and the production of petroleum-based plastic bottles. The purchase of bottled water by City departments is restricted except for commercial or emergency purposes, or for events where other alternatives are not practical. Departments should make every effort to utilize drinking fountains, coolers, pitchers, and reusable cups or bottles in order to reduce waste. Please see the City's Catering, Public Event, and Meeting Guidelines (still under development as of October 2011) for further information.

SECTION 8: TIME PERIOD

This policy shall take effect on November 1, 2011 and shall continue indefinitely or until amended and/or replaced by a subsequent sustainable purchasing policy.

SECTION 9: OTHER CITY GUIDELINES AND POLICIES

Living Wage

The City of Bloomington has a Living Wage Ordinance applicable to certain service contracts to ensure that the City, City service contractors and subcontractors pay a wage sufficient for a working family to meet basic needs in housing, child care, food, clothing, household items, transportation, health care, and taxes. (Ord. 05-08 § 2, 2005).

The Living Wage Ordinance applies only to the City of Bloomington, City service contractors and subcontractors, and beneficiaries of certain City grants, tax abatement or certain other forms of subsidy or assistance. Certain conditions apply which take into account the full dollar value of the contract or the type of service rendered, and the number of employees involved. For more details, contact the City of Bloomington Contract Compliance Officer at (812) 349-3429, or visit our website for additional information: www.bloomington.in.gov/livingwage.

Supplier Diversity

It is the City's objective to promote and encourage competition among all vendors and contractors. The City is committed to an open and fair business environment and exhibits this commitment by offering business opportunities to all persons regardless of race, age, sex or national origin. Further, the City wishes to encourage the diversification of business opportunities among historically disadvantaged businesses, such as women-owned and minority-owned businesses, and encourages its departments to utilize those businesses where practical.

Local Business Preference

For the purpose of stimulating local economy the City encourages its departments to utilize local businesses where practical and in accordance with I.C. 5-22-15-20.9. See the Department of Economic & Sustainable Development for more details.

General Policy Provisions

- 1) The City Legal Department must review and approve all contracts for legal adequacy.
- 2) Contracts must meet all federal, state and local requirements including the City of Bloomington Living Wage Ordinance when applicable.
- 3) The Mayor or his designee reviews all contracts prior to approval.
- 4) The City Legal Department must approve any decision to terminate a contract due to failure to perform by the other party. After notification of the appropriate Board or Commission, the City Legal Department will perform the steps necessary to legally terminate the contract.

SECTION 10: STATE PURCHASING POLICIES (Indiana State Statute IC 5-22-8)

Please consult the City of Bloomington Legal Department for information on current statutory provisions in the Indiana State Code.